

**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, June 5, 2018 at 6:00 pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

Present: Simon Dennis, Selectboard Chair; Richard Grassi, Selectboard Vice Chair; Dennis Brown, Selectboard Clerk; Alan Johnson, Selectboard Member; Jameson Davis, Selectboard Member; Kim Souza, Selectboard Member; Leo Pullar, Town Manager; Lana Livingston, Administrative Assistant; Dawn Pullar; Ryan Scelza; Bob Haynes; Dan Fraser; Michelle Boleski; Kevin Raleigh; Lori Hirshfield, Director of Planning & Development.

Absent: Rebecca White, Selectboard Member came to the meeting at 6:45 PM.
Alan Johnson, Selectboard Member left the meeting at 7:10 PM and returned at 7:45 PM.

<http://catv.cablecast.tv/CablecastPublicSite/show/7394?channel=1>

I. Call to Order the Selectboard Meeting

Selectboard Chair, Simon Dennis called the Selectboard Meeting to order at 6:02 PM.

II. Pledge of Allegiance

Selectboard Member, Alan Johnson led the Pledge of Allegiance.

III. Local Liquor Control Board: N/A

There were no items for the Local Liquor Control Board.

IV. Order of Agenda

There were no changes to the Order of the Agenda.

V. Selectboard:

1. Citizen, Selectboard Comments and Announcements:

There were no Citizen comments.

Selectboard Comments: Selectboard Clerk, Dennis Brown reported that he

took a ride around Town to look at areas that were damaged in last year's flooding. He was pleased to see so much of it had been fixed.

Selectboard Member, Alan Johnson reported that an Energy Fair will take place on Saturday. It will be at VTC 10am-2pm. There will be lots of workshops offered. Mr. Johnson will be leading one and Energy Coordinator, Geoff Martin will sit on one of the panels.

Selectboard Member, Jameson Davis noted that the Center for Justice Reform, out of VTC, will be holding two Expungement Days for Misdemeanor Marijuana Offense. The dates are June 9th and June 12th.

Selectboard Chair, Simon Dennis reported on the Torch Run. He said it was a good moment for Town spirit. He also recognized the good work that Chief Kasten did to organize and host the event.

2. Appointments: None

3. Town Manager's Report:

<http://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/129>

Highlights:

During this two-week period the Fire Department responded to 91 calls for service. To date the department has responded to 890 calls for service. We are currently 176 calls ahead of last year. This represents a 20 percent increase in calls for service over last year.

The Parks & Recreation Department continues to seek volunteers to help with this year's parking at the Balloon Festival to support the Brain Hanson Scholarship Fund.

May 29th – Officers Mitch Cable & Logan Scelza attended and successfully completed the International Police Mountain Bike Association's, Basic Bicycle Patrol Training hosted by the Burlington Police Department.

Lake Pinneo will open to Hartford Residents on June 16th at 10am. It is \$200 for a season pass and \$20 per automobile for a day pass.

The Town of Hartford has received the Green Mountain Water Environment Association President's Award for efforts on behalf of the association and its membership.

We are working with the tree warden to address the trees here in Lyman Point Park. We will have the worst one removed and the stump ground here shortly. The other two can wait until later. The plan is to plant replacements next spring.

The Town Treasurer has decided not to retire from his position. We appreciate his desire to continue to serve the Town and are glad he has changed his mind.

4. Board Reports, Motions & Ordinances:

- a. Consideration of Hartford Business Revolving Loan Fund Application from KAG Hartford RE, LLC. (Automobile Dealership, 32 Key Auto Drive).

Lori Hirshfield, Director of Planning and Development, presented a brief overview of the HBRLF Application process.

HBRLF Purpose:

- Loans intended to enhance the economic vitality and stability of the community, and economic development opportunities in the Town.
- Primarily assists Town of Hartford businesses to create or retain employment in Town.
- Under special circumstances, the Fund can be used by Town or granted to private sector to broadly stimulate economic development activities in Town.
- Fund is intended to compliment and support activity of lending institutions - loan requests that leverage other funds are given priority.

Selectboard Vice Chair, Dick Grassi made the motion to go into Executive Session: (Exempt Document Discussion) In accordance with Vermont's Open Meeting Law requirements, I move that the Selectboard enter into Executive Session to discuss or consider records or documents that are exempt from the public records laws under the provisions of Title 1, Section 313 (a)(6) of the Vermont Statutes. Selectboard Member, Jameson Davis seconded the motion. All were in favor (6) and the motion passed. (Rebecca White came in the middle of the executive Session).

Selectboard Vice Chair, Dick Grassi made the motion to close the Executive Session. Selectboard Member, Jameson Davis seconded the motion. All were in favor (7) and the motion passed.

- b. Post Executive Session Actions on HBRLF Loan Application. (Mot. Req.)

Selectboard Member, Jameson Davis made the motion That the Selectboard approve a \$150,000 HBRLF loan to KAG Hartford RE LLC for a new automobile dealership to be located at 32 Key Auto Drive, with the following terms and conditions: 20-year amortization and a 5-year balloon, with the possibility of a 5-year renewal; 5.75% interest rate; other terms and conditions as stated in the Selectboard approved Loan Application Analysis; and loan offer valid up to 6 months from the date of the Loan Commitment Letter from the Town, and further, authorize the Town Manager to sign the loan commitment and loan closing documents. Selectboard Member, Alan Johnson seconded the motion. 6 were in favor and 1 (Simon Dennis) voted nay, The motion passed.

Mr. Grassi reviewed all the requirements of approving an HBRLF and agreed that it met all the requirements. Mr. Dennis voted no because he does not believe it meets the requirement of a "business need" of the Town.

- c. Vermont Community Development Program Grant for Sykes Mt Ave Housing Project – Approval of "Grant Agreement Resolution" and Adoption of "Municipal Policies and Codes". (Mot. Req.)

Lori Hirshfield presented Vermont Community Development Program Grant for Sykes Mt. Ave. Housing Project.

Introduction:

On March 28, 2017, the Hartford Selectboard approved submittal of a grant application to the Vermont Community Development Program towards the development of 30 units of mixed income housing on Sykes Mountain Avenue.

Twin Pines Housing Trust (TPHT) and Housing Vermont are jointly developing the project.

VCDP is funded through the Federal HUD Community Development Block Grant program and must be submitted through a municipality.

Use of VCDP funds requires the majority of dwelling units serve low-and-moderate-income households.

Project Overview:

On February 16, 2018, the Town was awarded \$532,000 to fund the acquisition portion of the project.

The VCDP dollars will be provided to TPHT as a secured loan and may be loaned by TPHT to a state approved limited partnership in the form of a 30-year deferred loan at 0% interest.

The total project cost is \$9,532,301.

Other funds come from a conventional bank loan, Efficiency Vermont, HOME Investment Partnership, Low Income Housing Tax Credits, VT Housing and Conservation Board and Deferred Developer Fee.

Selectboard Clerk, Dennis Brown made the motion
That the Selectboard approve and sign the “Grant Agreement Resolution” and adopt and sign the “Municipal Policies and Codes”. Selectboard Member, Kim Souza seconded the motion. 5 were in favor, 1 abstained (Rebecca White), Alan Johnson was not present at the time of this vote. The motion passed.

d. Consider for Approval the FY 2018-19 Fee Schedule. (Mot. Req.)

Town Manager, Leo Pullar presented the updated Town Fee Schedule.

Selectboard Clerk, Dennis Brown noted that the \$5 fee for VIN Checks by the Police was on the list. He opposes this fee.

Selectboard Chair, Simon Dennis asked for more clarification on the Park Fees. There seems to be a big increase from the \$15 charge to the \$200 special event charge. Mr. Pullar agreed that getting clarification on when and who are charged these fees is important.

Selectboard Vice Chair, Dick Grassi made the motion
That the Selectboard approve the 2018-19 Town of Hartford Fee Schedule as briefed. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

e. Discussion of Way Ahead for HCORI Recommendations. (Mot. Req.)

Selectboard Chair, Simon Dennis has talked to the School Board Chair, Tom DeBalsi.

They are suggesting to form a joint committee with 2 people from the Selectboard and 2 from the School Board to review the two documents and combined them while preserving the initial document submitted to the Boards from the HCORI.

Selectboard Member, Rebecca White made the motion
That the Selectboard appoint Simon Dennis and Jameson Davis to work with the School Board to negotiate a Joint Charge for the Hartford Committee on Racial Equity and Inclusion (HCOREI) and this be used as a common starting point for the discussions between the two boards. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

f. Continuation of Assigned Fund Discussion. (Mot. Req.)

Town Manager, Leo Pullar reviewed the Assigned Fund Balances. The result of this discussion resulted in 2 motions.

Selectboard Vice Chair, Dick Grassi made the motion to move all the money from the accounts indicated as funds to “sweep” to a new Assigned Fund for Capital Improvement Projects (approx. \$731,000) and to move the Tower Funds (approx. \$930,000) to the Unassigned Fund account that currently has a balance of \$543,509. Selectboard Vice Chair, Dennis Brown seconded the motion. All were in favor and the motion passed.

Selectboard Member, Alan Johnson made the motion That the Town Manager utilizes the remainder of the Town Office Renovation Reserve to install a Handicap Door in the Town Hall and if funds remain to address the deficient lighting in the Town Hall Parking Lot. If neither of those are feasible, then use the remainder on a loan payment for this fund. When complete, close the account. Selectboard Member, Rebecca White seconded the motion. All were in favor and the motion passed.

5. Commission Meeting Reports:

Selectboard Member, Kim Souza reported that the pool committee is meeting every week.

Selectboard Chair, Dick Grassi attended the pool committee meeting. They are developing a short survey for the public. Mr. Grassi also attended the HBRLF.

Selectboard Vice Chair, Dennis Brown went to a Cemetery Meeting. They are currently focusing on understanding the finances for the individual cemeteries.

Selectboard Member, Jameson Davis reported on the Sister City event for June 23 -26. Things are moving along. When the schedule of events is finalized, the Selectboard will get a copy.

Selectboard Member, Alan Johnson met with the Conservation Commission. They will be having a species workshop on July 21st, 7-11am. At the workshop you will learn all about invasive species and how to control them. They will also teach about lawn management, which way to mow your lawn and many other tips.

Selectboard Chair, Simon Dennis talked about meeting with the School Board. These joint meetings are beneficial to both Boards. Although some people would like to meet 4 times a year, 2 times seems more practical. The Selectboard is looking at a September date. Mr. DeBalsi, HSD Superintendent, will be asked to organize the date between both Boards.

Mr. Dennis also reminded people of the workshop to be held on Wednesday the 6th at 6:00pm. This is also the evening of the Block Party – so go early to the Party, wear your name tags.

Mr. Dennis also attended the Upper Valley Leadership meeting.

6. Consent Agenda (Mot Req.):

Selectboard Member, Rebecca White made the motion That the Selectboard Approve the Consent Agenda as Listed on the Agenda. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

- a. Approve Payroll Ending: 6/2/2018
- b. Approve Meeting Minutes of: 5/22/2018
- c. Approve A/P Manifest of 6/1/2018 & 6/5/2018
- d. Selectboard Meeting Dates of:
 - Already Approved: 6/5/2018, 6/6/2018 (Workshop), 6/19/2018, 7/26/2018 (Workshop), & 8/29/2018 (Workshop).
 - To Be Approved: 7/3/2018, 7/17/2018, 7/31/2018

7. Executive Session:

Selectboard Clerk, Denis Brown made the motion In accordance with Vermont's Open Meeting Law requirements, finding that premature public knowledge would place a person or entity at a substantial disadvantage, I move that the Selectboard enter into Executive Session to discuss arbitration or mediation under the provisions of Title 1, Section 313(a)(1)(E) of the Vermont Statutes. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

Selectboard Vice Chair, Dick Grassi made the motion to close the Executive Session. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

8. Post Executive Session Actions: (Mot. Req.)

Selectboard Member, Kim Souza made the motion That the Selectboard consent to and ratify the settlement agreement as recommended by the Vermont League of Cities and Towns Property and Casualty Intermunicipal Fund. Selectboard Vice Chair, Dick Grassi seconded the motion. All were in favor and the motion passed.

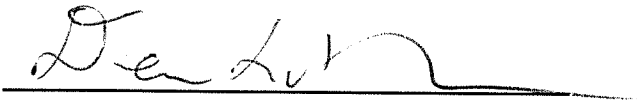
Selectboard Chair, Simon Dennis explained that the Board voted to pass this motion because the settlement seemed fair and is covered by Insurance. If the Board did not

support the motion, the expense could be larger and come out of the Town Budget.

9. Close the Selectboard Meeting. (Mot Req.)

Selectboard Vice Chair, Dick Grassi made the motion to close the meeting.
Selectboard Member, Jameson Davis second the motion. All were in favor and the motion passed at 10:00

All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.



A handwritten signature in cursive script, appearing to read "Dick Grassi", is written above a horizontal line.